



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TENNESSEE

Vacancy Announcement

Open to all qualified individuals located within the commuting area

POSITION TITLE: Courtroom Deputy

ANNOUNCEMENT NO.: 2015-001

APPLICATION PERIOD: 6/3/2015 - 6/19/2015

LOCATION: Chattanooga, TN

CLASSIFICATION LEVEL: CL 27

STARTING SALARY RANGE: \$46,835 - \$76,152 depending upon experience and court preferred skills
(annual increases are contingent upon satisfactory performance)

Position Overview

The Clerk's Office for the United States Bankruptcy Court for the Eastern District of Tennessee consists of a main office located in Knoxville and two staffed divisional offices located in Chattanooga and Greeneville. This position is located in the Chattanooga (Southern Division) office, and reports to the Deputy-in-Charge of that office. The position entails a high level of knowledge and complexity regarding court operations and courtroom proceedings.

Qualification Standards

Minimum Qualification Requirements: At least two years of specialized experience at a CL26 classification level under the CPS pay system. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

The ideal candidate will possess knowledge of federal and local rules, legal terminology and legal documents. Knowledge of courtroom proceedings and applicable requirements (including time requirements), and how cases proceed through the court system. Must possess the ability to understand and follow detailed instructions, take accurate notes and summarize court proceedings. Must also possess the ability to multi-task under strict deadlines. Must be able to attend court proceedings that may start before or go past the incumbent's normal work hours. Must possess excellent written and oral communication skills, organizational skills and analytical skills. Individuals must also possess the ability to exercise mature judgment and skill in dealing with others in person-to-person work relationships.

Preferred Qualifications/Skills:

Post secondary education which required writing and critical thinking skills

Ten years specialized experience directly related to bankruptcy matters

Strong Excel or other spreadsheet programs skills

Extensive experience using a word processing program such as Microsoft Word or Corel WordPerfect

Experience using PowerPoint and audio visual equipment

Experience working in a court environment.

Representative Duties

- Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom and assuring presence of all necessary participants. Manages and organizes exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Takes notes of proceedings, rulings, notices and prepares minute entries electronically. Responsible for docketing minutes of all court proceedings and documents filed in court in Case Management/Electronic Case Filing database. Dockets orders, pleadings and judgments as directed by local court policy, utilizing applicable automated systems.
- Reviews cases or reports for necessary actions.
- Manages judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Coordinates hearings. Serves as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Answers questions from parties and the public regarding obtaining transcripts.
- Keeps judge and immediate staff informed of case progress. Acts as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during deliberations.
- Assists in the accurate statistical reporting requirements of the Administrative Office. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed.
- May perform case administration duties and/or provide training assistance to employees performing case administration duties and administrative tasks.
- Accompany Judicial Officer to alternate duty locations when conducting court, as well as other occasional travel.
- Performs other duties as assigned.

Benefits

- Ten paid holidays a year
- Paid annual leave [13 days annually (increases after 3 years of federal service)]
- Paid sick leave [13 days annually]
- Retirement Benefits
- Thrift Savings Plan including investment options and matching benefits
- Optional participation in subsidized Federal Employee Health Benefit Plans with pretax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in Long Term Care Insurance
- Optional participation in Long-Term Disability Insurance
- Optional participation in a flexible spending pretax program for Dependent Care and Medical Care

Information for Applicants

This position is a full-time, permanent appointment. Employees of the United States Bankruptcy Court are Excepted Appointments, serve at the pleasure of the Court, and considered "at will" employees. Judiciary employees are not subject to the employment regulations of competitive service; therefore, Veterans' Preference does not apply. Positions are classified and graded by the Court Personnel System. Direct Deposit of pay is mandatory. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a background investigation. All applicants must be United States citizens or be eligible to work in the United States. Court funds are not available for mileage reimbursement associated with this interview or relocation expenses. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, any of which actions may occur without prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

How to Apply

Interested qualified applicants are asked to submit: (1) a cover letter, including announcement number, which communicates the qualifications, skills and experience necessary to perform the job; (2) a resume, including a minimum of three professional references with contact information; and (3) a completed [Application for Judicial Branch Federal Employment \(AO 78\)](#) which can be found under **Employment** on the Court's website www.tneb.uscourts.gov. (Complete dates are required for work experience information).

Application documents may be submitted electronically or in hard copy. All documents submitted electronically must be in PDF format and sent to hr-usbc@tneb.uscourts.gov. Hard copy application documents should be sent to the following address marked confidential:

Human Resource Department
United States Bankruptcy Court
31 East 11th Street
Chattanooga, Tennessee 37402-2722

Applications may be hand delivered. Applications submitted other than as instructed may not be considered.

*****AN EQUAL OPPORTUNITY EMPLOYER*****